

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, January 25, 2010

CALL TO ORDER

The meeting began at 6:10 p.m. in Conference Room 113 at City Hall

ROLL CALL

Present: Dave Thomas, Ed Comerford, Ed Fuentes, and Anna Marie Jones

City Staff: City Manager Connie Jackson, Human Resources Director Tami Yuki, and Public Services Director Klara Fabry

APPROVAL OF MINUTES

The minutes of January 4, 2010 were approved with the additional comments by Personnel Board Member Ed Fuentes. Personnel Board Member Fuentes added the following statement to the EEO-4 Report, "Even with all the organizational changes conducted in the last fiscal year's budget cycle, it did not affect the number of the ethnic groups."

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Review of Job Description for Public Services Department

The following change was recommended and approved for the Water System and Conservation Manager job description:

Page 3 of 4, under Special Requirements, add the following minimum qualification back into the job description, "Possession of both a State of California Grade 2 Water Treatment Operator Certificate (T2) and a Grade 4 Distribution Certificate (D4) by the completion of the probationary period to act as the Chief Plant Operator."

Personnel Board Member Dave Thomas stated that he and Personnel Board Member Ed Fuentes met with City Manager Jackson, Public Services Director Fabry, and Human Resources Director Yuki to discuss the recommendation to add back the requirement for certifications prior to the completion of the probationary period for the Water System and Conservation Manager job description based on the needs of the Department.

Personnel Board Member Fuentes stated that during this meeting, we learned that if the position were to become vacant, the City will remain in compliant through various options by designating other employees who have the certification or asking the State to appoint an employee in the interim.

City Manager Jackson clarified that it was important that the City require the certifications prior to the probationary period so that we would have the ability to enforce this requirement during the probationary period.

Personnel Board Member Fuentes made motion to approve the job description, and Personnel Board Member Comerford seconded. The motion passed.

B. Board Members Comments

Personnel Board Member Fuentes asked about the applications for the appointing a new Personnel Board Member.

City Manager Jackson informed the Board that the City Clerk's Office will advertise position and use the FOCUS newsletter as a way to solicit applications. She mentioned that according to the City Clerk's Office, the FOCUS newsletter is the best way to get interest in the vacancies on the boards and commission. There are 3 total vacancies, one the Traffic and Safety Commission and one on another committee. The FOCUS newsletter comes out in February, and once we receive the applications, the City Council will schedule interviews with the applicants.

The Board inquired about our liaison. HR Director confirmed that Mayor Ruane is the designated Personnel Board Liaison.

The next meeting will be held on Monday, Feb. 8, 2010 at 5:30 pm

ADJOURNMENT

The meeting adjourned at 6.38 p.m.